

**CLASS TITLE: CORRECTIONAL OFFICER
 LIEUTENANT**

**Class Code: 02184300
Pay Grade: 26A
EO Code: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision of a group of Correctional Officers on an assigned shift; to serve as part of the management team by assigning, overseeing and reviewing the work of subordinates; to participate in the establishment of performance standards for subordinates and take corrective measures to implement these standards; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior officer from whom are received general and specific orders, instructions and assignments; work is reviewed by frequent inspections for effectiveness and conformance to institutional policies, rules and regulations.

SUPERVISION EXERCISED: Supervises the work of a group of Correctional Officers and other subordinates on an assigned shift; reviews work, by frequent inspections, to insure compliance with rules, regulations and policies of the institution.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision of a group of Correctional Officers and other subordinates on an assigned shift.

To serve as part of the management team by assigning, overseeing and reviewing the work of subordinates.

To participate in the establishment of performance standards for subordinates and take corrective measures to implement these standards.

To supervise the work of Correctional Officers engaged in carrying out plans for the training and rehabilitation of inmates.

To assist inmates on matters pertaining to their adjustment to institutional conditions and to assist them with their personal, emotional and adjustment problems or to direct them to the proper persons for guidance.

To participate in programs of training and instruction aimed at the rehabilitation of inmates.

To be responsible for the maintenance of discipline and order and to enforce compliance with the rules and regulations regarding security.

To be responsible for investigating disciplinary infractions and reporting to supervisors any unusual incidents or situations which could effect the welfare of the institution.

To check the regular inmate counts and be responsible for their correctness and to order special counts if necessary.

To authorize the starting of all major group activities, including meal formation, work, school, church or recreational activities, visits, etc., and coordinate them to meet established time schedules.

Responsible for the safe and secure operation of a correctional facility (or portion thereof).

To ensure all security practices are effectively applied and comply with Department of Corrections policy and constitutional law.

To ensure the constitutional rights of inmates are protected at all time.

To take prompt and decisive action in cases of emergency, such as escape or riot; to determine the cause and nature of the emergency, spread the alarm call for additional help if required and to control the situation and take complete charge until relieved by higher authority.

To schedule and direct institutional shakedowns of quarters, grounds and individuals.

To make frequent inspections of inmate living quarters, shops, towers, fences and areas where inmate work details are employed to ascertain the adequacy of proper sanitary conditions and proper security measures.

To prepare reports on inspections and on other matters relating to the operation of the institution.

To take roll calls; to conduct inspections of personnel at the beginning of duty tour; to give special orders and assignments and to certify time and attendance records for personnel on the shift.

To work closely with all areas within the correctional process, i.e. health services, food services, recreational services, etc.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, methods and techniques of correctional, custodial and rehabilitative work and the ability to apply such practices, methods and techniques; a working knowledge of, and skill in the use of, firearms and other protective weapons as well as physical defense techniques; the ability to handle difficult inmate problems; the ability to exercise good judgement in recognizing and dealing with the personal, emotional and adjustment problems of inmates under varying conditions; the ability to train Correctional Officers and other custodial personnel in the application of accepted correctional, custodial and rehabilitative practices, methods and techniques; the ability to supervise the work of a group of Correctional Officers and other personnel on an assigned shift; the ability to make proper decisions in emergency situations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in work of a kind and level of a Correctional Officer in a state correctional institution.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

A promotion to Lieutenant will require three (3) years of experience as a Correctional Officer or similar experience.

SPECIAL REQUIREMENT: The following conditions of employment must be met at the time of appointment:

Must have successfully completed the eight week correctional officer training program.

At the time of appointment must be capable of performing (with or without reasonable accommodations) the essential duties as evidenced by a physician's certificate from a physician designated by the Department of Corrections.

In accordance with RIGL 42-28.3-1 no person shall be appointed temporary, probationary, or permanent until they shall have been evaluated and tested by a certified psychologist and receive a satisfactory rating which shall be in writing.

"Every effort will be made to reasonably accommodate an individual who as a disability. Therefore, nothing in this specification shall be interpreted to prohibit the use of such accommodation in order to perform the essential functions of this class."

Class Revised: May 17, 1992

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